

Training and Evaluation Outline Report

Status: Approved

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Task Number: 14-EAC-8003

Task Title: Process Commercial Vendor Pay Operations (Financial Management Support Detachment (FMSD))

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson, South Carolina 29207 foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DFAS-IN MANUAL 37-100-16	Financial Management: The Army Management Structure for Fiscal Year 2016	Yes	No
	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
	DOD 7000.14-R	Department of Defense Financial Management Regulations (DODFMR) (Volumes 1-15)	Yes	Yes
	FAR	Federal Acquisition Regulation	Yes	No
	FM 1-06	Financial Management Operations http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_06.pdf	Yes	No

Conditions: The Sustainment Brigade has deployed in support of units engaged in Unified Land Operations and directed the Financial Management Support Unit (FMSU) to conduct commercial vendor pay operations. The FMSU has directed the FMSD to process commercial vendor pay operations. The Supported units require payment to commercial vendors for the purchase of goods and services to sustain combat operations and support missions. The Financial Management Tactical Platform (FMTP) and other automated systems and software will be employed in support of operations, as applicable. Connectivity to the NIPRNET has been established. The FMSU is conducting operations in a dynamic and complex operational environment (OE) against a hybrid threat. Conventional attacks by hostile aircraft and operations by ground elements are possible. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standards: Commercial vendor pay operations are processed in accordance with (IAW) DODFMR 7000.14R, VOL 10, Chapters 1-22 and Appendices A and B, FM 1-06, DFAS-IN 37-1 and theater financial policies. Amounts specified in the contract/purchase agreement are paid without error. Based on FMSDs authorized strength, 85% of the FMSD leaders and 80% of Soldiers are present at training. The FMSD attains 90% on performance measures, 100% on critical performance measures, and 90% on leader performance measures achieving a T fully trained.

NOTE: Leader is defined as Senior Vendor Services Analyst.

Live Fire Required: No

Objective Task Evaluation Criteria Matrix:

Plan and Prepare			Execute						Assess	
Operational Environment			Training Environment (LV/C)	% of Leaders Present at Training/Authorized	% of Soldiers Present at	External Eval	% Performance Measures 'GO'	% Critical Performance Measures 'GO'	% Leader Performance Measures 'GO'	Task Assessment
BDE & Above										
Dynamic and Complex (All OE Variables and Hybrid Threat)	Day	IAW unit CATS statement.		>=85%	>=80%	Yes	>=90%	All	>=90%	T
				75-84%			80-89%		80-89%	T-
65-74%				75-79%	65-79%	No	51-64%	<All	<=79%	P
60-64%				60-74%						P-
Dynamic and Complex (<All OE Variables and Single Threat)				<=59%	<=59%					<=50%

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

All required non Army Publishing Directorate (APD) financial specific references and technical manuals will be provided by the local Defense Finance and Accounting Services (DFAS).

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Performance Steps and Measures

NOTE: Assess task proficiency using the task evaluation criteria matrix.

NOTE: Asterisks (*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE	GO	NO-GO	N/A
+* 1. Senior Vendor Services Analyst of the CVS section supervises the processing of commercial vouchers for local procurement.			
a. Maintains necessary logs, files, and reports for proper administration, control, and accountability of the section within GFEBS.			
b. Conducts a statistical sampling of payment vouchers to verify that they are correct and proper for payment.			
c. Verifies total amount of procurement documents and modifications are received from contracting activity to support commercial payment.			
d. Verifies that a formal transmittal system exists for forwarding documents to and receiving documents from the Financial Management Support Unit (FMSU).			
e. Coordinates with the disbursing section for additional funds for paying agents.			
f. Manages the workload through the use of logs, block tickets, document files, and suspense files.			
g. Examines and validates all payment vouchers before sending them to FMSU for certification.			
h. Investigates and reports any irregularities to the FMSD Commander.			
+ 2. CVS personnel prepare CVS vouchers for payment. (805A-36B-1016)			
a. Verify that all vouchers and supporting documents are correct.			
b. Process all payment vouchers.			
c. Maintain file of orders for ordering officers and paying agents.			
d. Maintain signature cards for ordering officers and paying agents.			
e. Report any irregularities to Senior Vendor Services Analyst or FMSD Commander.			
+ 3. CVS personnel process contractual vouchers.			
a. Perform pre-examination with contract folder.			
b. Verify that all documentation is attached and correct.			
c. Update and maintain the DA Form 3900, Bills Register Card. (805A-36B-1010)			
d. Compare invoice with receiving report to verify quantities, prices, and total amounts are correct.			
e. Compare contract with invoice to verify that goods received or services performed are according to the agreement.			
f. Apply the provisions of the prompt payment act to the payment voucher IAW DFAS IN 37-1 and Federal Acquisition Regulation (FAR).			
g. Prepare payment vouchers (SF 44, Purchase Order-Invoice-Voucher; SF 1034, Public Voucher for Purchases and Services Other Than Personal; DD Form 1155, Order for Supplies or Services; and SF 1166, Voucher and Schedule of Payments).			
h. Charge appropriate fund cite.			
i. Verify foreign currency transactions are processed.			
j. Report any irregularities to Senior Vendor Services Analyst or FMSD Commander.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

ITERATION: 1 2 3 4 5 M

COMMANDER/LEADER ASSESSMENT: T P U

Mission(s) supported: None

MOPP 4: Sometimes

MOPP 4 Statement: See Safety Statement below.

NVG: Never

NVG Statement: None

Prerequisite Collective Task(s): None

Supporting Collective Task(s):

Step Number	Task Number	Title	Proponent	Status
	71-CO-5100	Conduct Troop Leading Procedures for Companies	71 - Combined Arms (Collective)	Approved

OPFOR Task(s): None**Supporting Individual Task(s):**

Step Number	Task Number	Title	Proponent	Status
	805A-36B-1009	Identify Master Data Elements	805A - Financial Management (Individual)	Approved
	805A-36B-1010	Maintain a Bills Register Card	805A - Financial Management (Individual)	Approved
	805A-36B-1016	Prepare Commercial Vendor Services Vouchers for Payment	805A - Financial Management (Individual)	Approved

Supporting Drill(s): None**Supported AUTL/UJTL Task(s):**

Task ID	Title
ART 4.2.2.2.2	Provide Procurement Support

TADSS

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

Equipment (LIN)

LIN	Nomenclature	Qty
70209N	Computer, Personal Workstation	1
70347N	FMTP Financial Management Tactical Platform	1

Materiel Items (NSN)

NSN	LIN	Title	Qty
No materiel items specified			

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. None

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety

standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).